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DRAFT ~~3~~ 4
~~December 12, 1955~~
5 January 1956

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25X1A REGULATION
NO. [REDACTED]

PERSONNEL

PROMOTION

Rescission: CIA Regulation [REDACTED] dated 30 April 1954

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1. GENERAL

This regulation states policy and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17, or 18, or to the promotion of employees compensated in accordance with Wage Board, or Negotiated Wage Schedules.

2. POLICY

The promotion of Agency employees will be based on ^{a competitive evaluation} ~~consideration~~ of their accomplishments, qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

- a. Employees who have completed the minimum Agency ~~experience~~ requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.

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- c. Promotions will be limited to one grade except where promotions of two grades within the grade range GS-5 through GS-11 have been specifically recommended by the Head of the Career Service concerned.

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- b. Normally, an employee's grade will not exceed the grade of his present position he occupies. However, when the Head of a Career Service has selected an employee for promotion on a competitive basis and it is in the best interests of the Agency not to reassign him at that time to a position which will accommodate his promotion, he may be promoted one grade above the grade of his position subject to the controls prescribed by this regulation.
3. DEFINITION

Career Service Grade Authorization, as used in this regulation, is a listing of the maximum number of personnel by grade levels who may comprise a specific Career Service. It is computed by tabulating by grade levels all authorized military and civilian positions designated to each Career Service. Positions will be converted for determining the Career Service Grade Authorization, based on the assimilated rank table in [REDACTED] to GS levels.

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4. RESPONSIBILITIES

a. SUPERVISORS

Supervisors at all levels are responsible for evaluating the performance of employees under their jurisdiction and for making recommendations to the heads of appropriate Career Services, through normal command channels, concerning the promotion of such employees, according to the provisions of this regulation.

b. HEADS OF CAREER SERVICES

- (1) Heads of Career Services are responsible for establishing procedures for the consideration of all personnel in their Career Services for

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promotions on a competitive basis and for requesting the Director of Personnel ~~to take specific action~~ to effect promotions. The fact that promotion actions are recommended constitutes a certification by the head of the Career Service that the individuals have been found through competitive evaluations to be the best qualified of those within the zone of consideration. Competitive evaluations will be based on comparison of the qualifications of each employee within the zone of consideration against all others in his grade with due consideration given to such factors as:

- (a) Experience
- (b) Skills and abilities
- (c) Performance and other elements as reflected in his Fitness Report
- (d) Training
- (e) Education
- (f) Length of service
- (g) Career Staff membership
- (h) Any other factors which might be pertinent to the individual's future relationship with the Agency.

(2) Heads of Career Services will ~~establish contracts~~ ensure that the grade distributions of employees in their Career Services/ ~~do not~~ and military personnel assigned to positions designated to their Career Service does not ~~exceed~~ the Career Service Grade Authorization for their service.

c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

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(4) Assisting Operating Officials and Heads of Career Services in the reassignment to appropriate positions and appropriate times of personnel who have been promoted under this regulation to grades higher than the grade of the position they hold.

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- (1) Ensuring compliance with the regulation by continuous evaluation of the Agency's promotion program.
- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this regulation.
- (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this regulation.
- (4) status of
- (5) Periodically determining and issuing a tabulation of the Career Service Grade Authorizations, based on the ceiling of the Career Service concerned.
- (6) Recording and disseminating the qualification requirements of all Agency positions to be used as a basis for reviewing promotion requests.

5. AGENCY LENGTH OF SERVICE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below:

<u>Current Grade</u>	<u>Months of CIA Experience</u>
GS-1 through 6	6
GS-7 through 11	12
GS-12 and 13	18
GS-14	24

6. AGENCY QUALIFICATION REQUIREMENTS --- (Please refer to next page)

XX 7. PROCEDURES

Requests for promotion will be submitted to the Director of Personnel on Standard Form 52, Request for Personnel Action, in accordance with the instructions in Handbook No. [REDACTED]

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XX 8. EXCEPTIONS

Recommendations for promotions which involve exceptions to the policies, requirements, or procedures in this regulation will be forwarded to the Director of Personnel by the Head of the Career Service concerned in a memorandum

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of justification attached to Standard Form 52, Request for Personnel Action. The Director of Personnel will finally approve or disapprove recommendations for exceptions, subject to review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that the promotion is warranted on the basis of circumstances such as:

- a. An employee was initially employed at a grade below that for which he was qualified; or
- b. An individual is qualified for promotion based partly on his experience prior to his entry on duty; or
- c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

6. AGENCY QUALIFICATION REQUIREMENTS

An employee must be qualified to perform the duties of a higher graded position to which his promotion is recommended. If an employee is being promoted and retained for the time being, in the best interests of the Agency, in a lower graded position, he must be qualified to perform work in the occupational category and grade level to which he is promoted. When an employee is being considered for promotion to a position for which qualification requirements are prescribed in Handbook [REDACTED] these requirements will be used as the basis for evaluating his qualifications.

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